



EMBASSY OF THE UNITED STATES

## TIRANA • ALBANIA

### U.S. CITIZENSHIP FOR INDIVIDUALS OVER THE AGE OF 18 (WHO HAVE NEVER BEEN DOCUMENTED AS U.S. CITIZENS)

APR-2019

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#### CHECK LIST

If you are age 18 or above and have never been documented as a U.S. citizen by your parent(s), please print out this checklist and bring it to your appointment, signed and dated. You cannot apply for a passport without a scheduled appointment. Please check the appropriate box in front of each document that you bring with you. Many of the documents require you submit both an original and photocopies. If you do not bring photocopies as indicated, you will be charged one dollar for each page that needs to be copied. The documents should be placed in the same order as the checklist with the original on top of the copy. If you appear more than 30 minutes after the scheduled time, your appointment will be canceled and you will need to make a new appointment.

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**This Signed Checklist;**

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**DS-11 (Application for a U.S. Passport):**

<https://pptform.state.gov/>.

This form is fill-able and you may fill it out before printing it. Handwritten form is also accepted, however, make sure it is clear and has no corrections otherwise will not be accepted. **Do not sign the form.**

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**1 Photograph for your Passport Application:**

You will need one identical passport photograph, 2x2 inch (5x5 cm) set against a white background. See the U.S. Department of State's Bureau of Consular Affairs webpage <http://travel.state.gov/content/passports/en/passports/photos/photos.html>.

**Evidence of U.S. Citizenship of your Parent(s):**

All documentation submitted as citizenship evidence will be returned to you. Please bring the original and one photocopy of the following primary evidence:

- Previously issued, undamaged U.S. Passport;
- Certified birth certificate issued by the city, county or state;
- Consular Report of Birth Abroad or Certification of Birth;
- Naturalization Certificate;
- Certificate of Citizenship.

If you cannot present the primary evidence of U.S. citizenship, you must submit secondary evidence of U.S. citizenship. To determine what form of secondary evidence is most appropriate for your situation, please visit the U.S. Department of State, Bureau of Consular Affairs webpage at

<https://travel.state.gov/content/travel/en/passports/requirements/citizenship-evidence.html>.

**Your Birth Certificate:**

If you were born in Albania, the certificate should be titled "BIRTH CERTIFICATE" not a "Personal Certificate".

Bring the official copy of your birth certificate issued by the appropriate governmental authority with one photocopy. Please bring certified translations if the certificate is not in English. Albania's official issuing authority is the Office of Civil Status of the municipality where you are registered. Religious birth records are not acceptable.

**Evidence of Parents' Marriage**, if applicable:

Official copy of your parents' marriage certificate issued by the appropriate governmental authority with one photocopy. Albania's official issuing authority is the Office of Civil Status of the municipality where the marriage took place. Religious records are not acceptable;

**Evidence of Termination of your Parents' Previous Marriages**, if applicable:

Please bring certified translations if the decrees or certificates are not in English. Bring one photocopy for each document.

**Evidence of Physical Presence in the United States of the U.S. Citizen Parent(s):**

Please consult the physical presence requirements' table linked here

<https://al.usembassy.gov/wp-content/uploads/sites/140/2017/02/cit-claim-trsm-reqs-tbl.pdf>

for physical presence requirements applicable at the time of your birth.

Documentary evidence of periods of physical presence in the United States of your U.S. citizen parent(s) prior to your birth, including periods of physical presence outside the United States if the parent served in the U.S. armed forces or was employed by other U.S. government agencies. Please bring the originals and one photocopy of each document.

How you prove your parent was physically present will depend a lot on his or her situation. There is no one-size-fits-all answer. Some examples of acceptable evidence include parent's school transcripts, old passports with entry exit stamps, income tax returns, utility bills in the name of the parent, employment records, military records, and or medical records. The more you can provide, the easier it will be for the consular officer to determine your parent's physical presence in United States.

**Evidence of Your Identity:**

Your current valid foreign passport and/or national ID card with one photocopy for each document.

If your parents are deceased, you should submit a progression of identifying documents of yourself from childhood to present (e.g. medical records, military IDs, school yearbooks, student ID cards, old passports, etc.) This should also include growing up photos that should begin as near to birth as possible spanning to the present. If available, the photos should show togetherness of the applicant and the U.S. citizen parent.

**Evidence of Name Change:**

If you and/or your parents have changed names through marriage or court order, submit original certified copies of the verifying documents with one photocopy each.

**Evidence of Parentage and/or Legitimizing:**

If you were born out-of-wedlock, please consult the physical presence requirements' table linked here <https://al.usembassy.gov/wp-content/uploads/sites/140/2017/02/cit-claim-trsm-reqs-tbl.pdf> for additional requirements applicable at the time of your birth.

Credible and substantial evidence of the blood relationship between yourself and your U.S. citizen parent(s) must be submitted with your application. In addition, you will need evidence of your parents' relationship prior to your conception. The burden of proving a claim to U.S. citizenship, including blood relationship, is on the person making such claim. Photos prior to the time of conception, letters, and other correspondence may help establish the couple's relationship prior to you conception. Please bring the originals and one photocopy of each document.



**Death Certificate of U.S. Citizen Parent(s)**, if applicable:

Bring the official copy of your parents' death certificates issued by the appropriate governmental authority with one photocopy. Please bring certified translations if the certificate is not in English. Albania's official issuing authority is the Office of Civil Status of the municipality where your parents' deaths were registered. Religious death records are not acceptable.



**Application Fee:**

The fee for a first time adult passport is **\$145**.

The application fee is paid at the time of the application. Payment is made to the cashier in the Consular Section, and can be done by cash (Dollars or Leke) or by credit card (Visa, Master Card, American Express, Diners Club, and Discover).

**Please Note:** Depending on your application’s circumstances, at the time of the interview the consular officer may require additional documents/evidence in order to adjudicate your application. For assistance you may consult Albanian and U.S. National Archives (<https://www.archives.gov/research>) for early documentary evidence – the U.S. Citizenship and Immigration Services (USCIS) website here: <https://www.uscis.gov/history-and-genealogy/genealogy/requesting-records> provides useful information on obtaining early U.S. immigration records. By regulation you will have 90 days to submit the requested documentation or your case will be closed for insufficient evidence to establish U.S. citizenship. Be reminded that the passport application fees are non-refundable.

**CERTIFICATION:** I hereby certify that I have read the above instructions and that I have all the listed documents applicable to my case in my possession and am prepared to present them at the time of my appointment.

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(**Signature** of Applicant)

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(**Date**)

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(**Name** of Applicant)